

**THE TULALIP TRIBES
JOB DESCRIPTION**

Job Title: Information Systems Inspector II
Position No: TTT 139-06
Tribal Department: Tribal Gaming Agency
Employee Classification: Non-Exempt

Note: Applicants must meet minimum qualifications in order to be considered competitive. MINIMUM qualifications are identified herein: Applications are reviewed to ensure that the minimum qualifications are presented as stated in this job announcement.

Minimum Education Required:

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- ☐ High School Diploma or GED for a state accredited school.
- ☐ College Credits in Computer Science (experience in related field may substitute for education)

Minimum Skills Required:

- ☐ Excellent communication skills, both oral and written.
- ☐ Good comprehension skills for reading, understanding and interpreting documents (test required).
- ☐ Ability to type 35 wpm without errors (test required).
- ☐ Must have excellent writing skills for producing precise and accurate reports. (test required)
- ☐ Proficient in support of Intel based Computer Hardware and Microsoft NT 4.0 & 2000 Network Operating Systems.
- ☐ Proficient in supporting Microsoft Office Pro 97/2000 applications.
- ☐ Must be able to consistently demonstrate assertiveness.
- ☐ Must have strong organizational skills.

Minimum Experience Required:

- ☐ One (1) Year experience utilizing customer relation skills.
- ☐ One (1) Year experience working with the public.
- ☐ One (1) Year experience administering LAN Servers & Workstations
- ☐ One (1) Year experience utilizing auditing procedures preferred.
- ☐ One (1) Year experience in a regulatory environment preferred.
- ☐ One (1) Year experience in a gaming environment preferred.

Other Requirements:

- ☐ Must be 21 years of age or older
- ☐ Must have a valid Washington or State Drivers License
- ☐ Must possess and maintain personal automobile insurance
- ☐ Use of personal vehicle required
- ☐ Must never have been convicted of a felony crime
- ☐ Must not have been convicted of any misdemeanor within two years prior to appointment
- ☐ Must pass a complete Tribal/Federal background investigation prior to commencing employment
- ☐ No negative/derogatory findings or pending criminal charges
- ☐ Must obtain certification by the Washington State Gambling Commission prior to commencing employment
- ☐ Must attend gaming related/law enforcement training required to improve skills/knowledge
- ☐ Must be able to work in a culturally diverse environment
- ☐ Must be available to work any shift (day, swing, grave), weekends and/or holidays
- ☐ Successful employment history with the Tulalip Tribes and/or other employers

Physical Requirements:

- ☐ Finger and manual dexterity for operation of computer and routine paper work.
- ☐ Tolerance to smoke-filled environment.
- ☐ Stamina to sit or stand and/or walk for prolonged periods.
- ☐ Mobility to bend and stoop frequently.

- () Mobility to climb stairs on a frequent basis.
- () Tolerance and patience to deal with upset, angry, frustrated and/or intoxicated customers/employees.

Job Summary: Information Systems Inspector is responsible for regulatory compliance of Information Systems/Technologies used by Tribal Gaming Operations (TGO) in accordance with Tribal Ordinances including Ordinance 55A, Tribal-State compact and NIGC MICS and IGRA.

Employee Reports To: Information Systems Inspector IV

Extent of Job Authority: Responsible for regulatory oversight & compliance of all Electronic Data Processing (EDP) Technologies that facilitates Class II & III Electronic Gaming Systems and TGO Information Systems. Perform information system audits of various functional areas of Class II & III electronic gaming and TGO Information Systems. Provide technical support to TGA information systems as directed, to meet day-to-day reporting & business objectives.

Specific Duties Performed:

1. Reviews all incident/violation reports and determines if any TGO Electronic Gaming and/or Information Systems/Technologies are involved then assists as necessary to provide technical clarity & specifics using basic evidentiary techniques to conclude regulatory compliance then reports final disposition or recommends further action if warranted to the Chief of Information Systems.
2. Perform auditing procedures and investigations in accordance to policies, procedures, Regulations, Ordinance 55a, Tribal/State Compact and IGRA.
3. Coordinate and support TGA Audit Department on auditing TGO activity related to gaming and financial management systems from beginning to completion.
4. Conducts all investigations in accordance with GENERAL REGULATION 6 (Ordinance 55A) and uses Federal Guidelines for Searching and Seizing Computers and Electronic Gaming Devices deployed by Tribal Gaming Operations and or customers.
5. Provides key control and service of electronic gaming systems & devices (VGCC room, Player Terminals and LGC/HUB Cabinets, Unmanned Point of Sales, etc.).
6. Observes/Documents/Sanctions TGO Letter of Intent that changes (Adds/Removes/ Moves/ Modifies/Repairs) existing gaming system or device configurations. Investigates and Reports unusual occurrences/procedures or authorizes on-line operation upon successful completion.
7. Provides access to and observes then reports activity of TGO and Vendor employees performing back office administration of the gaming systems located in the Video Gaming Control Center (VGCC).
8. Assists in the collection, maintenance, and accounting of physical evidence for criminal or administrative violations.
9. Perform regular and periodic audits (check list) for technical compliance of Gaming and information systems deployed by TGO.
10. Perform regular and periodic audits of the handling, storing and safekeeping of TGO records, documents and casino assets.
11. Perform regular and periodic audits on the security of gaming machines from alteration, tampering or unauthorized access into the gaming machine software.
12. Continually validate TGO Tribal Lottery System internal controls and regulations in accordance to Appendix "X" (Tribal-State Compact) and current regulations.
13. Reviews and provides recommendation for proposals of the gaming systems, regulations and manner of play requested by the Tribal Gaming Operation.
14. Document all TGO/TGA Information System Technology issues/concerns by identifying causes and reporting in accordance to established procedures and policies.
15. Provides technical support to the TGA Information Systems that ensures technologies are Reliable and Maintainable and information is always available.
16. Provides supervisor with reports for violations of Internal Controls, Regulations, Ordinance 55a and Tribal/State Compact.
17. Provide assistance to TGO Managers/employees in reference to Internal Controls, Regulations, Ordinance 55A and Tribal/State Compact.
18. Maintains, and enforces department policies and procedures.
19. Provides assurance that all sanctions are in accordance to the Regulations, Ordinance 55A, Tribal/State Compact, and IGRA.
20. Ensures protection of Tribal Gaming Operation employees, visitors, and patrons while on Tribal Gaming Operations facility property.
21. Responsible for the handling, storing, and safekeeping of records, documents, and Agency assets.
22. Represents the Agency in Tribal Gaming Court as requested.

23. Contributes to team effort by accomplishing related results.
24. Promotes harmonious relationships between team members.
25. Promotes positive work environment.
26. Must comply with terms outlined in confidentiality agreement.
27. Perform other duties as deemed necessary by the immediate supervisor.

Terms of employment: This position requires 40 hours per week or 2080 hours per year.

Pay Range: \$17.03 - \$19.70 Per Hour

Opening Date: December 5, 2006

Closing Date: December 21, 2006 at 4:00 p.m.

Please return your completed application with required attachments, by the closing date and time, to the Tulalip Tribes Employment Office, located at 6103 31st Avenue N.E. Tulalip, WA 98271. Tulalip Employment hours Monday-Friday, 8:00 a.m. to 4:30 p.m. (360) 651-3686 or toll free 1 (800) 869-8287, ext. 3686.